



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: February 24, 2015

Closing Date: Until Filled

Job Listing Identification Number: OCA-212-15-13

State Classification Number: 0154/A13

State Job Title: Administrative Assistant III

FLSA Status: Non-Exempt

Agency Job Title: Agency Receptionist/Admin Assistant

Location: Austin, Texas

Monthly Salary Range: \$2, 500.00 - \$2,893.00

Type of Job: Full Time

Remarks:

Travel Required: No

Job Description: Provides advanced administrative assistance and support to agency staff as part of an administrative support team. Serves as receptionist for the agency. Provides administrative support to division director for Research and Court Services. Work involves mail management, payment documentation and distribution, complex word processing, compiling materials for mass mailings; routine data entry, scheduling meetings, and preparing meeting materials. Reports to the Human Resources Officer. May perform other duties as assigned to maintain efficient agency operations.

Essential Job Functions:

- Serves as receptionist for the agency, providing customer service to the public, staff, stakeholders and agency management in the daily operations of the agency.
- Provides operational support in the areas of mail management and receiving. Provides fiscal support in areas of payment documentation and distribution, and documentation of cash receipts.
- Provides administrative support to division director for Research and Court Services. Work includes complex word processing; preparation of statistical tables, charts and graphs; compiling materials for mass mailings; routine data entry; assisting with compiling and analyzing data; and preparing travel and purchase vouchers.
- Coordinates meetings, prepares meeting materials, and assists with set up and tear down for meetings.
- Maintains efficient and accurate record keeping and filing systems of administrative requests in support of the agency.
- Assists with the development and distribution of informational materials.
- Performs administrative duties for other divisions as needed and as directed by the Human Resources Officer.
- Maintains professionalism in the course of work with employees, co-workers, and management.
- Maintains confidentiality when working with sensitive and confidential information.

- Attends work regularly in accordance with agency leave policy.
- Performs other duties as assigned.

Minimum Qualifications:

- Graduation from high school or GED, plus two years of experience performing administrative assistance work including receptionist duties and working with senior level management.
- Working knowledge of Microsoft Word and Excel required.

Preferred Qualifications:

- Experience using database applications (e.g., entering data, running reports)

Employment Conditions:

- Sit for long periods of time
- Operate office equipment and computer systems
- Requires some lifting; up to 20 pounds

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to (512) 463-1648, or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications, but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, color, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.